

**United States Government****National Nuclear Security Administration (NNSA)  
Savannah River Site Office (SRSO)**

# Memorandum

DATE: **December 27, 2006**

REPLY TO:

ATTN OF: SV (McAlhany, 803-208-8230)

SUBJECT: Annual Workforce Analysis and Staffing Plan Report

TO: Roy Schepens, Chairman, Federal Technical Capability Panel (FTCP), Office of River Protection

In response to your September 6, 2006, memorandum, we have conducted a staffing analysis for the SRSO. This analysis was conducted in accordance with the models and guidance provided at the FTCP website. Our analysis concluded a need for at least four FTEs for Facility Representative (FR) and two FTEs for Safety System Oversight (SSO) functions. Currently, we have three FRs on board, and one SSO on board. While our analysis indicates that two FTEs are required for the SSO function, I believe that SRSO can adequately perform the function utilizing our one SSO, coupled with assistance from individuals in other functional areas based on their previous qualifications in the Tritium Facilities. We are initiating recruitment action for another FR.

Also, we have completed the attached tables as requested. As SRSO is co-located on an Environmental Management landlord site, we rely on the Savannah River Operations Office for matrix support for certain functions due to the limited number of NNSA employees within SRSO. We also rely on technical support from the NNSA Service Center. This reliance on matrix support is delineated in the Technical Staffing Summary Table.

If you have any questions or comments, please contact me or Karey McAlhany of my staff, at 803-208-8230.



Richard W. Arkin  
Manager

SV:BKM:jh

RA-06-105

Attachment: Annual Workforce Analysis  
and Staffing Plan Report as of December 31, 2006

cc: Dave Chaney, NNSA SC  
John Evans, NA-1

**RECEIVED**

DEC 27 2006

**DOE-ORP/ORPCC**

**Annual Workforce Analysis and Staffing Plan Report**  
**As of December 31, 2006**  
**Reporting Office – Savannah River Site Office**

**Section One: Current Mission(s) of the Organization and Potential Changes**

1. The SRSO supports the NNSA Stockpile Stewardship and Stockpile Evaluation programs through the following core missions:
  - a. Provide tritium and non-tritium loaded reservoirs to meet Nuclear Weapons Stockpile plan requirements
  - b. Conduct Stockpile Evaluation program
  - c. Restore the capability to extract tritium

In meeting the above core missions, SRSO oversees:

- Three major operating Category II nuclear facilities;
- One major Category II nuclear facility which has been Deactivated and is in long-term lay-up;
- Two minor operating Category II nuclear facilities;
- Three operating Category III nuclear facilities

**Section Two: Technical Staffing**

**SITE CHARACTERISTICS TABLE <sup>1</sup>**

Number of Hazard Category 1, 2, or 3 Nuclear Facilities:

HC 1 0 HC 2 6 HC 3 3

Number of Radiological Facilities: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0

Number of Documented Safety Analyses: 2

Number of Safety Systems<sup>2</sup>: 27 Active / 22 Passive/Design Features

Number of Site Contractor FTEs: 544

Number of Federal Office FTEs: 23

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM – 20, NE – 2).
2. Safety Systems must be credited in a Documented Safety Analysis.

## Section 2 - Technical Staffing Summary Table (see Notes below)

TECHNICAL CAPABILITY	For All Facilities <sup>1</sup>		Comments
	Number of FTEs Needed <sup>1</sup>	Number of FTEs Onboard <sup>1</sup>	
Senior Technical Safety Managers	3	4	2 STSMs currently in qualification; Recruitment action in progress.
Safety System Oversight Personnel <sup>2</sup>	2	1	Additional SSO support provided by individuals from other FAs.
Facility Representatives <sup>3</sup>	4	3	3 FRs currently qualified; Recruitment action in progress.
Other Technical Capabilities:			
Aviation Safety Manager	0	0	
Aviation Safety Officer	0	0	
Chemical Processing	0	0	
Civil/Structural Engineering	0.25	0	DOE-SR matrix support and NNSA-SC support
Construction Mgmt	1	1	
Criticality Safety	0	0	
Deactivation and Decommissioning	0.25	0	DOE-SR matrix support and NNSA-SC support
Electrical Systems	0.5	0	SSO also serves as electrical SME; See note 4
Emergency Management	0.25	0	DOE-SR matrix support and NNSA-SC support
Environmental Compliance	0.25	0	DOE-SR matrix support and NNSA-SC support
Environmental Restoration	0.25	0	DOE-SR matrix support and NNSA-SC support
Facility Maintenance Mgmt	0.5	0	Currently using Future Leader to perform this function
Fire Protection Engineering	0.5	0	DOE-SR matrix support and NNSA-SC support
Industrial Hygiene	0.25	0	DOE-SR matrix support and NNSA-SC support
Instrumentation and Control	0.25	0	DOE-SR matrix support and NNSA-SC support
Mechanical Systems	0.25	0	DOE-SR matrix support and NNSA-SC support
Nuclear Explosive Safety	0	0	
Nuclear Safety Specialist	1	1	
Occupational Safety	1	0	DOE-SR matrix support and NNSA-SC support
Quality Assurance	2	2	
Radiation Protection	0.25	0	DOE-SR matrix support and NNSA-SC support
Safeguards and Security	1	0	DOE-SR matrix support; Recruitment action in progress
Safety Software Quality Assurance	1	1	
Technical Program Manager	0	0	
Technical Training	0.5	0	NNSA-SC support
Transportation & Traffic Mgmt	0.25	0	DOE-SR matrix support and NNSA-SC support
Waste Management	0.25	0	DOE-SR matrix support and NNSA-SC support

## Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.ftcp.org>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.ftcp.org>.
4. SSO is assisted by a Future Leader in covering electrical systems.

**Section Three: Current shortages and plans for filling them**

SRSO currently relies on matrix support from the Savannah River Operations Office and the NNSA Service Center to cover our needs in functional areas as delineated in the above Technical Staffing table. SRSO is taking the following recruitment actions:

**High Priority:**

SRSO is currently in the process of recruiting for a FR to backfill for an individual who left SRSO in November 2006. The vacancy announcement has been posted and closes on December 28, 2006.

**Medium Priority:**

SRSO is currently in the process of recruiting for a Deputy for the Assistant Manager for Mission Assurance Division. This will be a STSM designated position. The vacancy announcement has been posted and closes on January 8, 2007.

SRSO is currently in the process of recruiting for a Safeguards and Security position. SRSO currently relies on matrix support from the Savannah River Operations Office for this function. Current projection is that the vacancy announcement should be posted in late December 2006.

**Section Four: Projected shortage/surplus over next five years**

Of the 23 Federal FTEs currently assigned to SRSO, 14 are designated TQP positions. Of these 14 FTEs, 2 are currently eligible for retirement, and an additional 3 are eligible within the next 5 years. SRSO currently has 5 Future Leader Program participants. Three of these individuals will graduate in July 2007, and the remaining two will graduate in June 2008.

**Section Five: General comments or recommendations related to the Technical Staffing**

While the Department can continue to hire and bring in new employees, the "corporate knowledge drain" will continue to be an issue over the next 5-10 years as individuals with substantial service time working in the Tritium Facilities reach retirement age.